GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

HM&FW – Guidelines for transfer of Employees in HM&FW Department – Orders – Issued.

HEALTH MEDICAL AND FAMILY WELFARE (B1) DEPARTMENT

G.O.Rt.No.318 **Dated:06-05-2017**
Read:

G.O.Ms.No.64, Fin. (HR.I.Plg.&Policy) Dept., dt.21-04-2017.

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ORDER:

In the G.O. read above, orders have been issued relaxing ban on transfer of employees, accordingly in order to ensure transparent procedure to effect the transfers in HM & FW Department provide "equitable opportunity" to all staff members, the following guidelines and procedures are issued for strict compliance:-

GENERAL GUIDELINES:

1. All transfer and postings should be made through online procedure and based on the preferences given by the employees.

2. No TTA / joining time etc., shall be granted in case of request transfers.

3. The transfers should not violate the six point formula, as notified in G.O.Ms.No.610, G.A. (SPF.A) Dept., dt.30-12-1985, and as amended from time to time.

4. The employees who are retiring on or before 31st March, 2018 shall not be transferred except in public interest. The standing instructions on the transfers of office bearers of recognized Employees Associations as issued in Circular Memo. No.245/SW/A1/2014-1, G.A. (SW) Dept., dated 16.09.2014 and also Cir. Memo. No.17225/SW/A1/2014-1 of G.A. (SW) Dept., dated 27.09.2014 will apply.

5. The visually challenged employees are exempted from transfers except when they make a specific request for transfer. As far as possible, these categories of employees may be posted at a place of their choice subject to availability of a clear vacancy.

6. Transfer and posting of specialist doctors shall be strictly to the specialist post to which they belong. Specialists shall not be posted in any post earmarked for a different specialty all specialist doctors should be placed only in secondary and tertiary institutions.

7. Mis-match postings are strictly prohibited. There shall be no doctor working in mismatch posts in any medical institution.

8. While effecting the transfers, competent authority shall give priority as follows:

    a. Longest standing employee downwards.
    b. Employee working in the institutions located in ITDA areas.
    c. Employees with disability of 40% or more as certified by a competent authority as per "Persons with Disabilities" Act 1995.
    d. Employees having mentally challenged children can be transferred to a place where medical facilities are available.
    e. Medical grounds for the diseases viz of Cancer, Open Heart Operations, Neuro Surgical Operations, Kidney Transplantation can be transferred to places where such facilities are available. The medical condition should be either self or spouse or dependent children or dependent parents.
    f. The employees who are retiring within one year shall not be transferred.
    g. The employees who are to be promoted during the panel year shall not be disturbed.

PROCEDURE FOR TRANSFERS:

9. All the procedures for the transfers i.e. submission of application, publication of vacancies, publication of Merit list based on station seniority, submission of grievances, grievance Redressal and allocation of postings should be done online.

10. All employees who have completed three years and requesting for transfers should submit their application online. After submitting application online, applicant should download the PDF format of application and submit signed copy to the respective designated authority.

11. All the appointing authorities shall publish the list of vacancies. List of vacancies should include clear vacancies, posts that are occupied by mismatches.

12. The employees should indicate maximum of three choices of posting / place. In case of non-submission of choice of places then posting will be allocated based on the availability of vacancies.

13. Based on the (i) choice of places, (ii) availability of vacancies, (iii) merit list based on station seniority and priorities posting will be allocated online and transfer proceedings will be generated online.

14. Appointing authorities should download the transfer proceedings and communicate the signed copies to the employees.

15. For categories to which Govt. is competent authority to issue transfer orders, proposals should be submitted to Govt. by respective HoDs, well in advance with specific remarks / justification.

SCHEDULES in respect of HODs:

Director of Medical Education:

In view of MCI Inspections, only request transfers are contemplated.

The Teaching Faculty (Doctors) with station seniority of three years are eligible for request transfer subject to availability of clear vacancy.

The following Committee shall take up the counselling in respect of Assistant Professors, Associate Professors and Professors in A.P. Medical Education Services under the administrative control of Director of Medical Education, A.P. where Head of Department / Government is the competent authority. The Committee and Director of Medical Education, A.P., Vijayawada is instructed to ensure to give preference to institutional importance and MCI norms:-

1) Commissioner of Health & Family Welfare .. Chairman
2) Director of Medical Education .. Member
3) Director of Medical Education (Academic) .. Member / Convener

Commissioner of APVVP:

Due to administrative exigency only request transfers are contemplated in case of Specialist Doctors. Those with the station seniority of three years and above are eligible for request transfer in the clear and arising vacancies.

All the State cadre Officers other than Specialist Doctors having station seniority of more than five years shall be transferred.

In respect of Zonal / District Cadre employees under the control of APVVP having station seniority of more than five years shall be transferred, subject to a cap of 20% in each cadre including request transfers. The employees with station

seniority of three to five years are eligible for request transfers. For identifying the employees who fall under 20% category, station seniority priority starting from senior most to junior shall be the basis.

The following Committee shall take up the counselling in respect of State cadres under the administrative control of Commissioner of APVVP.

1) Commissioner of Health & Family Welfare .. Chairman
2) Director of Public Health & Family Welfare .. Member
3) Commissioner, APVVP .. Member / Convener

The following Committee shall take up the counselling in respect of Zonal cadres.

1) Commissioner of Health & Family Welfare .. Chairman
2) Commissioner, APVVP .. Member
3) Director of Public Health & Family Welfare .. Member
4) Joint Commissioner (M) .. Member / Convener

The following Committee shall take up the counselling in respect of District cadres.

1) District Collector & Magistrate of the concerned District : Chairman
2) DM&HO of the concerned District : Member
3) DCHS of the concerned District : Member / Convenor

Commissioner of Family Welfare / Commissioner of Food Safety / Director of IPM / DG, DCA:

All the State level officers of the above departments shall be transferred on completion of five years.

All the request transfers shall be taken up on completion of three years of station seniority, subject to availability of vacancies.

The following Committee shall take up the counselling in respect of employees under the administrative control of Commissioner of Family Welfare:

1) Commissioner of Health & Family Welfare .. Chairman
2) Director of Public Health & Family Welfare .. Member
3) Commissioner, APVVP .. Member / Convener

The following Committee shall take up the counselling in respect of employees under the administrative control of Commissioner of Food Safety / Director of IPM:

1) Commissioner of Health & Family Welfare .. Chairman
2) Director of IPM .. Member
3) Joint Food Commissioner, IPM .. Member / Convenor

The following Committee shall take up the counselling in respect of employees under the administrative control of DG, DCA:

1) Director General, Drug Control Administration: Chairman
2) Commissioner of Family Welfare : Member
3) Director, Drug Control Administration : Member / Convenor

Director of Public Health & Family Welfare:

All the State level officers shall be transferred with station seniority of completion of five years and all the request transfers shall be taken up on completion of three years of station seniority, subject to availability of clear and arising vacancies.

In respect of Zonal / District Cadre employees under the control of DPH&FW having station seniority of more than five years shall be transferred, subject to a cap of 20% in each cadre including request transfers. The employees with station seniority of three to five years are eligible for request transfers. For identifying the employees who fall under 20% category, station seniority priority starting from senior most to junior shall be the basis.

The following Committee shall take up the counselling in respect of State cadre employees under the administrative control of DPH&FW:

1) Commissioner of Health & Family Welfare .. Chairman
2) Director of Public Health & Family Welfare .. Member / Convenor
3) Commissioner, APVVP .. Member

The following Committee shall take up the counselling in respect of Zonal cadres.

1) Commissioner of Health & Family Welfare .. Chairman
2) Commissioner, APVVP .. Member
3) Director of Public Health & Family Welfare .. Member / Convenor
4) Regional Director .. Member

The following Committee shall take up the counselling in respect of District cadres.

1) District Collector & Magistrate of the concerned District : Chairman
2) DM&HO of the concerned District : Member / Convenor
3) DCHS of the concerned District : Member

Commissioner of AYUSH:

All the AYUSH Doctors (Teaching faculty) with station seniority of three years are eligible for request transfer subject to availability of clear vacancy by giving preference to institutional importance and CCIM / CCH norms.

All the cadres of Medical Officers of AYUSH (Non Teaching Cadre) / Ministerial Services and Para Medical having station seniority of more than five years shall be transferred.

Employees with the station seniority of three years are eligible for request transfers subject to availability.

The following Committee shall take up the counselling in respect of all the Doctors (Teaching and Non Teaching) in A.P. AYUSH Services and Ministerial Staff Services i.e. Lay Secy. and Tr.Grade.II / Accounts Officer, Office Superintendents, Senior Assistants, Head Nurses, Staff Nurses, Librarian, Junior Assistants / Typists under the administrative control of Commissioner of AYUSH, A.P. where Head of Department / Government is the competent authority.

1) Commissioner of Health & Family Welfare .. Chairman
2) Commissioner of AYUSH .. Member / Convenor
3) Director of Health & Family Welfare .. Member

In respect of District cadre post the following Committee shall take up counselling of Para Medical:

1) District Collector & Magistrate concerned District : Chairman
2) Regional Deputy Director AYUSH concerned : Member / Convenor
3) DM&HO of the concerned District : Member

Some transfers shall be permitted on administrative grounds.

All the transfers should be effected as per the time schedule issued in the G.O read above.

All the HoDs shall follow the guidelines issued in the instant G.O and in the G.O read above while effecting the transfers without deviation of any kind.

All the HODs are requested to ensure that the transfers are done online using IT applications.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

POONAM MALAKONDAIAH
PRINCIPAL SECRETARY TO GOVERNMENT

To
All Heads of Dept. under HM&FW Dept.
All RDM&HS in the state.
All DM&HO in the state.
All DCHS in the state.
All the sections in HM&FW Dept.

Copy to:

The PS to M (H&ME).
The Finance (HR-I.PLG.POLICY) Dept.,
The PS to Prl. Secy. to Govt., HM&FW Dept.
Sf/Sc.

// FORWARDED :: BY ORDER//

SECTION OFFICER